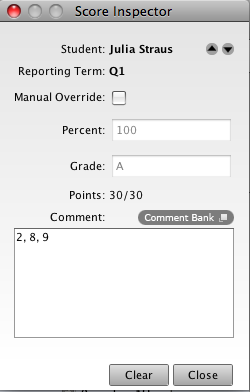
**Individual Student Reports**

**There are 2 ways to print Student Reports –**

**both are shown below after the Comment Section**

**Entering Comments to your reports**

* Double click on the quarter grade for the student you want to add a comment. The Score Inspector window appears.
* You can move from student to student without leaving the Score Inspector by clicking on the arrows to the right of the student’s name.

**To Enter Comments:**

* There is a Comment box down at the bottom.
* Type in your comment that you want to appear on the Report.
* You can also click on the Comment Bank window and select the school comments you wish to use.
* **Please note** **that for Report cards you will need to Clear any comments that you create for an Individual Student Report.**

**Individual Student Reports #1**

**Note:** This option does not have you create Groups

* 1.tiffClick on the Reports Icon
* Select Individual Student Report
* On the bottom the Individual Student Report window appears. The only thing you need to change is as follows:
  + **Sections:** select Active Classes and select Student from the pop-up menu
  + **Abbreviation:** I recommend you abbreviate the Assignments and Categories
  + **Include:** select the items you want included on the report
  + **Date Range:** Select the Quarter you want the grades and assignments to print for
  + Click on the Layout tab in the Individual Student Report window and you can add a few items to your report such as changing the title of the report on the printout, adding a generic note at the top and bottom of the report.
  + Click on Run Report > this will create a pdf file and each page has an individual student report for each student in the current class.

**2.tiff**

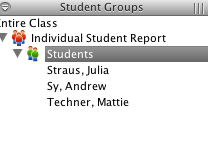
* In the Find Box, type the last name of the student you are looking for and press return
* Now you will see the Page Number for this student
* Print and select the Page # you want to print

**Individual Student Reports #2**

**Note:** This option DOES have you create Groups

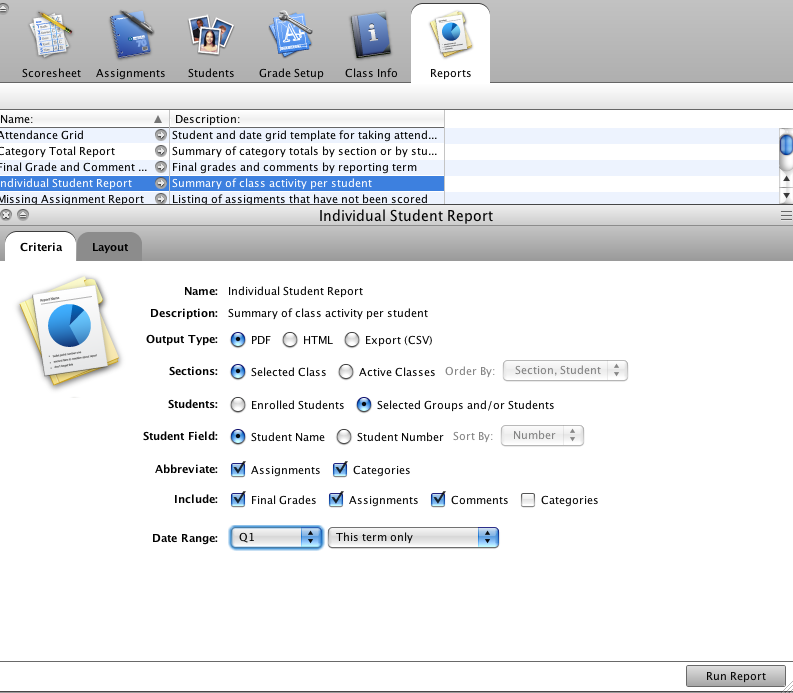
To create an Individual Report, it is a 2 step process. Step 1 is to create a set and group with the students you want to print the report for and Step 2 is to Run the Individual Student Report for the students you have selected.

**STEP 1**

* **Creating the Set and Group**
  + Select a class
  + In the Student Groups pane on the left, click the Plus (+) button on the bottom left and a set and group will appear in the Student Groups pane
  + Double-click the untitled set field and enter the name of the set (Ex: Individual Reports)
  + Double-click the untitled group field and enter the name of the group (Ex: Students)
  + As long as you do not delete this group by click on the minus (-) button on the bottom left, this group will remain for the year.
* **Adding students to the group:**
  + Click on the Students icon on the toolbar – this will show you student information
  + For the student(s) you want to print a report for, click and drag the students name on top of the group name that you just created above. To add more than one student you can hold down the Command key (Mac) or Control key (PC) as you click each student you want to add to the group. Then click and drag one of the students and drag them all over to the group.
  + To remove students from the group, click on the student’s name under the group and press the minus (-) button at the bottom left of the Student Groups pane

**NOTE:** Remember that once you have the group created, then you don’t have to create them again if you just don’t delete them.

**STEP 2**

* Click on the Reports Icon
* Select Individual Student Report
* On the bottom the Individual Student Report window appears. The only thing you need to change to print out the students in the Group are as follows:
  + Students: change to “Selected Groups and/or Students”
  + Abbreviation: I recommend you abbreviate the Assignments and Categories
  + Include: select the items you want included on the report
  + Date Range: Select the Quarter you want the grades and assignments to print for
  + Click on the Layout tab in the Individual Student Report window and you can add a few items to your report such as changing the title of the report on the printout, adding a generic note at the top and bottom of the report.
  + Click on Run Report > this will create a pdf file and now you can print.